

# People: Officers & Committee Leaders 2024

*This is the list of our officers and leaders in roles outlined by the Book of Discipline.*

	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>SPR</b>	*Todd Skelton	Cheryl German	Shirlene Morgan
	Becky Benedict	David Moir	Beverly Lochhead
	Rusha Sams	Dick Hinton	Jessica White
<b>Finance</b>	Martin Reeves	Janet Brummitt	Ty Nicely
	Joyce Spreng	Ty Wolaver	Debbie Greenwood
	Kenny Johnson	*John Maier	TBD
<b>Endowment</b>	Doug Veum	Janet Edwards	*Richard Conwill
	Melissa Phillips	JD Gentry	Manina Reeves
	Vince Jones	Sarah Sheets	Mark Lochhead
<b>Trustees</b>	Jim Spreng	Townsend Collins	*Brian Tapp
	Bert Sams	Jamie Merrill	Jared Galloway
	Bright Amankaa	Ashley Glander	Jennie Clark

<b>Preschool (2024)</b>	*Kim Skelton	Lauren St. Clair
	Leigh Feld	Katheryne Cohen
	Meryl Keegan	Ben Shires
	Sarah Dewitt	Paola Wolaver
	Jill Maier	Caleb Pitkin

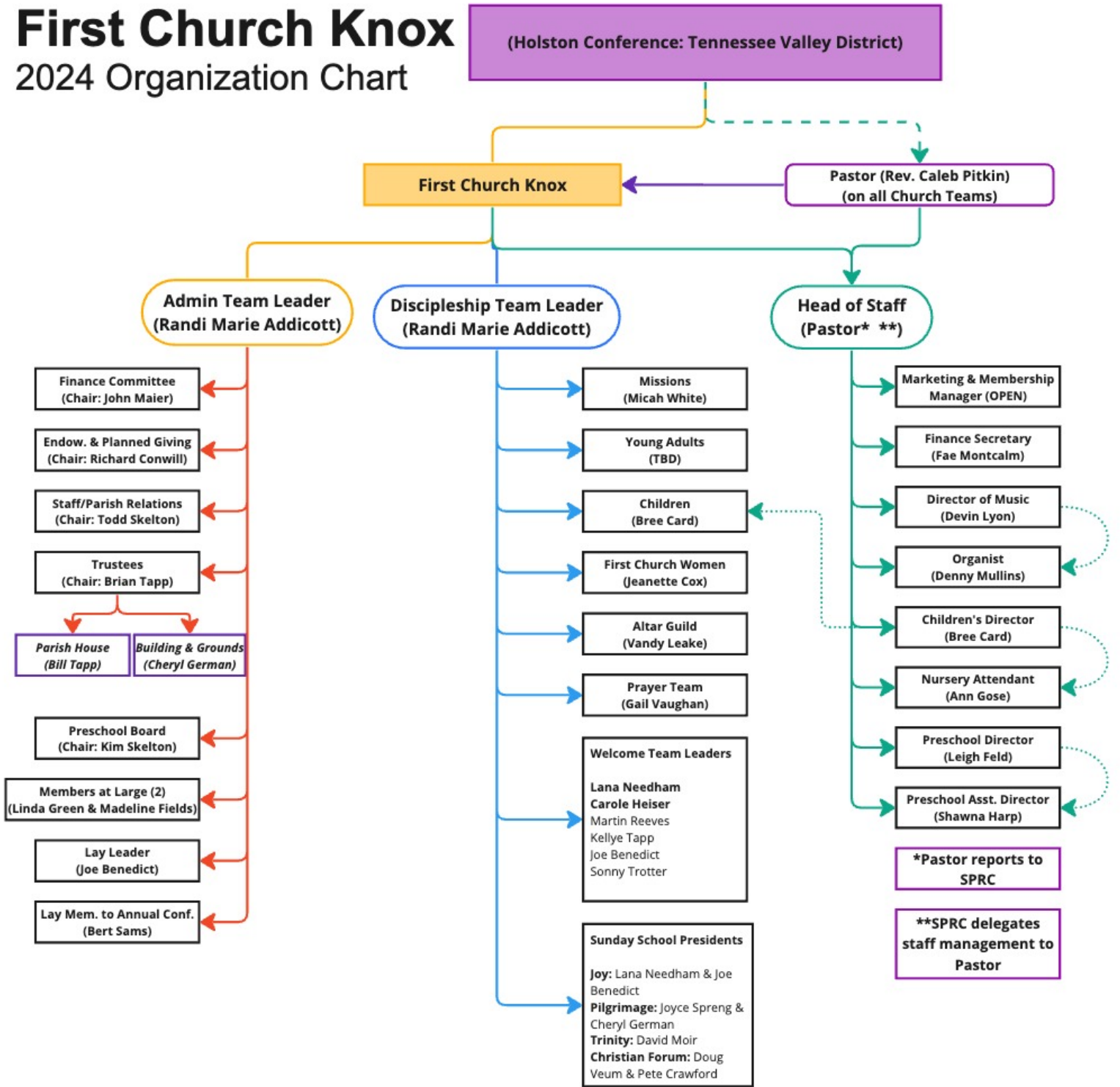
*\* committee chair*

## **People: Administrative Ministries Team 2024**

<b>Role</b>	<b>Person</b>
<b>Chairperson</b>	Randi Marie Addicott
<b>Staff Parish Rep.</b>	Todd Skelton
<b>Finance Rep.</b>	John Maier
<b>Trustee Rep.</b>	Brian Tapp
<b>Endowment Rep.</b>	Richard Conwill
<b>Buildings &amp; Grounds</b>	Cheryl German
<b>Parish House Rep.</b>	Bill Tapp
<b>Preschool Board Chair</b>	Kim Skelton
<b>Lay Leader</b>	Joe Benedict
<b>Lay Member to Annual Conference</b>	Bert Sams
<b>Discipleship Ministries Team Chairperson</b>	Randi Marie Addicott
<b>Missions</b>	Micah White
<b>First Church Women</b>	Jeanette Cox
<b>Altar Guild</b>	Vandy Leake
<b>Prayer Team</b>	Gail Vaughan
<b>Lay Leader</b>	Joe Benedict
<b>Children's Ministry</b>	Bree Card
<b>Members at Large</b>	Linda Green & Madeline Fields

# Organizational Chart

## First Church Knox 2024 Organization Chart



# Committee Descriptions

*Our committees have changing descriptions as our church continues to evolve its ministry. Most of these descriptions were written by previous chairs. As you learn the ins and outs of your committee, please update your committee description and share with the church office ([info@firstchurchknox.org](mailto:info@firstchurchknox.org)) to keep this document as up-to-date as possible.*

## **Admin/Discipleship Team**

The Admin/Discipleship team provides overall leadership and direction for the church. This involves working with all other teams and committees to ensure that everyone is working in the same direction. The Admin/Discipleship is empowered by the Charge Conference to make necessary decisions on behalf of the church between Charge Conferences.

## **Endowment and Planned Giving Ministry Committee**

Endowment and Planned Giving provides an avenue for members or friends and family of members to make charitable gifts to the church. These gifts can become permanent financial support for the church through the establishment of an endowment fund or can be gifts through a living memorial. The committee votes on any proposed use of these funds while working within the limitations set out by law and by donor intent.

## **Finance Committee**

The Finance Committee oversees the church budget and makes recommendations regarding expenditures, borrowing, depository accounts, etc. The Finance Committee recommends approval of the budget, which is ultimately approved by the Administrative Team. While the Preschool is an integral part of the church and its finances are consolidated with the church, the Preschool is self-supporting and, in fact, sometimes generates excess revenue which may be returned to the church. Staff compensation and buildings and grounds comprise 53% and 38% of the church budget, respectively (excluding the Preschool). Approximately 3% of the church operating budget is allocated for programs, and utilization varies. Notably, the Endowment and Planned Giving Committee funds many ministries that might otherwise fall in the "Programs" category.

## **Staff Parish Relations Committee**

The Staff Parish Relations Committee serves as the liaison between First Church staff and the congregation, in addition to being responsible for HR and other sensitive employment-related and other church matters. Each employee is paired with an SPRC committee member, commonly referred to as shepherds. SPRC conducts annual performance reviews in addition to serving as a trusted advisor for the pastor.

## **Missions Committee**

The Missions Committee helps lead and organize our mission working in the community and in the world. New mission ideas should come to the mission committee.

## **Trustees Committee**

The Trustees Committee has oversight and care of all church property including the main building, Education Building, Parish House and pavilion as well as the equipment and furniture contained therein. Trustees also review all church insurance policies and submit a budget to the Finance Committee for property maintenance, improvement and purchases.

## **Preschool Parent Advisory Board**

(FCP PAB) works with the Preschool Director to advise the preschool administration on many issues including creating and approving the preschool budget, approving tuition rates and annual calendars, and advising preschool leadership on parent needs, community issues, special programming and more. The FCP PAB meets monthly on the second Monday of each month and is composed of 3 “cohorts” of parents and/or church leaders, as well as teacher representatives who each serve three year terms.

## **Buildings & Grounds Sub-Committee**

Trustees authorized a sub-committee with responsibilities primarily for landscaping upkeep and building organization for all three buildings on campus. The church engages a commercial mower for mowing, blowing, and trimming, and the committee volunteers generally perform all other work. There is a Wednesday “workday” each week (approximately 9 a.m. – noon) to accomplish its work.

## Other Notable Ministries

*Ministries with specialized procedures or descriptions*

### First Church Women (formerly UMW)

First Church Women supports the missions of the church, including but not limited to UMCOR, Wesley House, Susannah's House, and international missions. FCW meets bi-monthly.

About: **First Church Women (FCW)** seek to be a community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative supportive fellowship; and to expand concepts of mission through participation in the ministries of the church. We are affiliated with the United Women in Faith, formerly United Methodist Women, which is our connection to our United Methodist sisters worldwide.

### Music Program

Director of Music Ministry: Devin Lyon First Church's music program consists of two primary ensembles—chancel choir and handbells—and various other small ensembles and guest musicians from time to time. At full capacity, we have around 20 choir members and 10 in handbells. The primary ensembles perform semi-regularly in worship services, with small ensembles or solos providing musical coverage for all other worship requirements. Organist Denny Mullins provides services for the 10:45 service. During the summer season riverside service at the pavilion, Devin or another volunteer generally plays the keyboard. We also have paid scholarship singers who are current University of Tennessee students.

### First Church Preschool

Is the longest running ministry of First Church and currently serves 96 children from six weeks to five years of age. FCP is a three-star rated program and licensed by the Department of Human Services. It operates year-round and is open Monday through Friday from 7:30 am- 6:00 pm. FCP provides a safe and living play-based environment that fosters the development of the whole child. By celebrating their unique sense of wonder and encouraging independence, FCP guides and support social-emotional, physical, cognitive, language, and spiritual growth in each student.

### Welcome Team Leadership Committee

Welcome Team Coordinators: Lana Walker and Carole Heiser

There are four teams —one for each Sunday of the month with rotating responsibility for the 5th Sunday of the month. On Sunday, the team performs a checklist of responsibilities in addition to any special instructions. Cross-training is encouraged. Team members wear name badges. Importantly, for Sunday services, the Welcome Team locks all doors including the Parish House approximately 15 minutes after the service starts and a team member(s) stays in the Narthex during the service.